

BC-DMT Instructional Guide

Board Certified Dance/Movement Therapist (BC-DMT) Application 2024

- These instructions are to help you prepare for completing the BC-DMT application form.
- Have ALL required details, materials, and information accessible prior to entering ANY information. You will not be able to pause in the middle or save partially entered details or materials.
- Applicants are encouraged to read The BC-DMT Handbook to better understand the application requirements and processes.
- All information supplied by applicant will be regarded as confidential in nature and will not be released to third persons without the consent of the applicant.
- De-identified application materials may be used as training material by the DMTCB.
- The application must be received by 12:00 Midnight (Eastern Time), January 15th of the application year.

HAVE THE FOLLOWING DETAILS, MATERIALS, AND INFORMATION AVAILABLE TO COMPLETE THIS FORM

(NOTE: what you will see in the application form will be green/ details in black are additional details and information related to that section of the application form).

DEMOGRAPHIC INFORMATION:

Applicants will need to enter the following information:

Applicant's Full Name (First Last Name (current); (Previous name if relevant) Date of Birth

R-DMT Credential number and date

Name on R-DMT Credential (if different from current name)

The last year you renewed your R-DMT credential.

You are required to renew your R-DMT credential every year. You do this by:

- (1) paying the annual renewal fee for a minimum of 1-complete year prior to submitting this application,
- (2) fulfilling all Continuing Education requirements for Recertification (unless you have been an R-DMT for less than 5-years)
- (3) receiving BC-DMT supervision for all accrued BC- Internship hours.

CONTACT INFORMATION:

Address: Street, State, Country

Phone: Work/ Home Email:

EDUCATION:

Graduate Degree(s) & Title (s)

Name of School

BC-DMT Instructional Guide

Date of Graduation
Additional Specializations/Credentials/Degrees: Name
and Level of Credential
Location of Training
Date Received/Completed

BOARD CERTIFIED DANCE/MOVEMENT THERAPY CLINICAL INTERNSHIP (up to 10 sites if you have more than 10 sites, upload information listed below by using upload button.)

Requirements for Clinical Internship:

2400 hours total -clinical employment (600 hours maximum may be volunteering) in a licensed, accredited, or otherwise regulated, mental health, medical, educational, or social services agency, correctional facility, NGO or community- based program. Clinical internships do not include apprenticeship, or in-training experience.

At least half of the internship hours must have been accrued withing seven years prior to application for the BC-DMT.

Clinically licensed R-DMTs *ONLY may:*

Count a maximum of 1800 hours of BC-DMT supervised private practice.

The remainder (600 or more hours must be in a licensed, accredited or otherwise regulated, mental health, medical, educational, or social services agency, correctional facility, NGO or community- based program.

ALL APPLICANTS counting private practice hours must have submitted "Intent to use Private Practice Form"

Applicant will need to enter the following information for ALL Clinical Internships: Place

of Work

Address: State/Province; Country Job

Title:

Name of Department (if applicable)

Name, title, role of person completing the Employment Verification Form.

Contact information (e-mail, phone) for person completing the Employment Verification Form.

Dates of Employment: From _____ to _____

Total Number of Paid Weeks

Total Number of Paid Hours per Week

Total Number of Paid Weeks X Paid Hours per Week

Name & Title of Administrative Supervisor Type of

Treatment Setting & Population (s):

Describe your Dance/Movement Therapy work/services, Including your job contract, responsibilities.

BC-DMT Instructional Guide

Name of Clinical Supervisor & Nature of Supervision
Supervisor contact information: phone, email Total
of all Clinical Internship hours:

Clinical Internship Directions:

1. List ALL DMT Clinical Internship sites beginning with your present position (e.g.in chronological reverse order. If you are employed at several locations simultaneously, please list them alphabetically).
2. Email link to the BC-DMT Employment Verification Form (EVF) to the who will be completing the EVF form for each site.
3. You are responsible for ensuring that they have completed and submitted the EVF to the ADTA office.

DANCE/MOVEMENT THERAPY SUPERVISION

Requirements for Supervision:

For Internships that do not include Private Practice 50 hours of BC-DMT Supervision is required.

A minimum of 25 hours must be with the same BC-DMT supervisor.

A minimum of 25 hours must be in an individual or one-to-one format.

A maximum of 4 hours for any single group supervision session.

For Internships that include Private Practice hours:

For every 40 hours of private practice hours one (1) hour of BC-DMT Supervision is required.

For every 300 hours of private practice hours, a minimum of one (1) hour of supervision must be observed on-site, live streamed, or video-taped.

A minimum of two (2) hours of live-observed supervision must be accrued annually. At least 10 hours of the supervision hours must have been accrued within two years of the application to become a BC-DMT.

Applicant will need to enter the following information for ALL BC-DMT Supervision hours:

Total number of BC-DMT supervisors (box for number)

1. Supervisor's name and credential(s), License(s)

Contact information: email/phone Individual

Supervision total:

Live/livestream/video

Off site (not live) Group

Supervision total:

On-site/live:

Off site:

Total all supervision hours:

BC-DMT Instructional Guide

BC-DMT Supervision Directions:

1. List the information ALL BC-DMT Supervisors in chronological reverse order. If you have several supervisors at the same time, list them alphabetically).
2. Send a link to the BC-DMT Supervision Documentation and Evaluation Form (SDEF) to each of the supervisors you name.
3. You are responsible for ensuring that your supervisors have completed and submitted the form to the ADTA office.

LETTERS OF RECOMMENDATION (LOR)

Requirements for Letters of Recommendation:

Three (3) letters of Recommendation (LOR) are required from:

1. A BC-DMT supervisor who has provided a minimum of 25 supervision hours and has observed your clinical work within the last two years
2. A current clinical supervisor
3. Another BC-DMT, clinical supervisor or a mental health professional familiar with the applicant's work.

Applicant will need to enter the following information for ALL Letters of Recommendations:

- 1) BC-DMT supervisor's name, credential& license (if relevant)
Their contact Information (e-mail, phone)
- 2) Current clinical supervisor's name & credential& license
Their contact Information (e-mail, phone)
- 3) A BC-DMT, clinical supervisor or a mental health professional familiar with your work's name
credential& license
Their contact Information (e-mail, phone) **Letter of**

Recommendation Directions:

1. List the information for three (3) mental health professionals who will be completing a Letter of Recommendation for you.
2. Forward the Link to the Letter of Recommendation Form to whomever you have designated and have them complete the form.
3. You are responsible for ensuring that they have completed and submitted the Letter of Recommendation to the ADTA office.

DMT ESSAYS: (Please De-Identify) Requirements

for the Essays:

Two essays are required of all applicants: a Theoretical Framework essay and a Session Analysis essay. The essays should demonstrate your clinical knowledge and competency to be board certified as a Dance/Movement Therapist.

Both essays must be de-identified before being entered into the application. This means do not include your name or personal identifiers that are not relevant to the content of your essays. You **may** include semi-personal details that are relevant to or impact what you are discussing in some way. (e.g. your identities in relationship to a particular theory or client.)

BC-DMT Instructional Guide

Essays are evaluated by two members or more of the DMTCB. Applicants should follow the instructions carefully. Evaluation by the panel follows the areas of expertise as stated for each essay.

If either or both essays are pended, the applicant will be notified and given 10 days to revise and resubmit those essay(s).

If the revised essay is rejected or is not submitted within the 10-day window, they applicant will need to reapply the following year and re-submit the application fee.

Essay Format Details:

In addition to the content of both essays, please make sure that it is organized, coherent and clear. State theories, ideas, and details simply and in easily understandable language. Use correct grammar, sentence structure and spelling. Proofread so that your essay is errorfree. (Asking someone to help with structural clarity, organization or editing is encouraged) Each essay can only be a maximum of four (4) double-space typed pages in 12-point type (excluding Recommendations page or pages). Your submission should have 1-inch margins, indent paragraphs .5" from left margin, cite sources appropriately, use correct form for all quoted material, and, include only cited sources in the Recommendation list. Use American Psychological Association Style Guidelines. (See www.apastyle.org)

Note: If the page limits or font size are exceeded, the DMTCB will not review the application. The applicant will be notified and given 10 days from the time they are notified to resubmit essays. If the revised essay is received after the 10-day window, they will need to reapply the following year.

In addition to content, essays will also be evaluated on consistency, clarity, format grammar, and organization. (Refer to BC-DMT Handbook for additional details)

THEORETICAL FRAMEWORK ESSAY

A theoretical framework is a consistent set of interrelated assumptions, definitions, and principles that guide methodology and action. A personal theoretical framework provides a framework for session material and guides interventions. Your essay should discuss the following areas:

1. The primary dance/movement therapy and psychological theories that provide a basis for your work.
 - Identify at least 2 psychological theories. The core concepts & principles of those theories should be clearly explained and in relationship to how they guide your clinical work. (We recommend discussing no more than 2-3 theories).
 - Identify at least 1 DMT framework. The core concepts & principles of that theory should be clearly explained and in relationship to how it guides your clinical work. (We recommend identifying no more than 2-3 theories).
2. The movement observation framework(s)/system(s) you use to observe, guide, and assess your interventions.

BC-DMT Instructional Guide

- Identify at least 1 movement assessment method (Kestenberg Movement Profile, Laban Movement Analysis, etc.). The core concepts & principles of those methods/systems should be clearly explained and discussed in relationship to how they guide your observations & actions in your clinical work.
3. Your personal theoretical framework.
 - Discuss how your clinical approach integrates the DMT and psychological theories you discuss in relationship to the movement observation system(s) you use. E.g. How does your personal framework inform your analysis and assessment of clinical sessions and guides your interventions.
 4. How you adapt and/or adjust your clinical choices and assessments when working with different and/or diverse populations.

Essay Submission Directions:

Upload your de-identified Theoretical Framework submission in the application.

SESSION ANALYSIS

Describe a specific Dance/Movement Therapy session you conducted in licensed, accredited or otherwise regulated, mental health, medical, educational agency, social services agency, correctional facility, NGO or community-based program. It may be a group or individual session.

Your essay should address the following areas (not necessarily in the order listed):

1. Clinical setting description:

- Characteristics of the population, including sociocultural backgrounds, diagnoses, ages, gender, race, religion, and other relevant demographic/identity details
- If a group session, the number of people in the group
- The session duration
- The length of time working with the individual/group
- At least 3 specific goals related to the group.

2. Session description and discussion:

- Describe the significant aspects of the session in relationship to its goals, and in relationship to the DMT and Psychological core concepts and principles you work with.
- Your description should also include the relevant movement patterns that you observed during the session.
- Discuss your movement intervention choice and their rationale as well as the client's response to those interventions.
- Discuss your own internal responses to the movement you were observing, as well as how you adjusted your own movement in response to your observations.
- Select one individual and describe their actions and responses in more depth. Include not just movement descriptions but also how their movement expressed underlying emotional, psychological, cultural, relational, or spiritual meaning.

BC-DMT Instructional Guide

- Discuss how your interventions were informed by your awareness of diversity, power, and other significant aspects of the session.
- Discuss how the session and your understanding of what occurred, related to your personal theoretical framework (as described in the Theoretical Essay).

3. Self-evaluation- Strengths and Challenges

- Evaluate two (2) challenges and two (2) strengths in relation to the session you described.
 - Cite specific examples from the session to illustrate your statements.
 - Discusses how your personal experiences of comfort or discomfort supported or interfered with your efficacy as a clinician.
 - Discusses actions you might take to address these strengths and challenges in your professional development.

Essay Submission Directions:

Upload your de-identified Theoretical Framework submission in the application.

ETHICAL CODE COMPLIANCE:

Applicant will need to respond to the following information:

Has any claim or suit for alleged violations of the ADTA Code of Ethical Practice ever been brought against you?

NO

YES

3. Have any allegations or disciplinary actions ever been brought against you under the ethical guidelines of any state licensing agency or private agency?

NO

YES

4. Do you agree to inform the DMTCB if any of the above occur during the time that your application is being evaluated?

NO

YES

Applicant will need to respond to the following statement:

I have read and agree to support and Abide by the American Dance Therapy Association's Code of Ethics and Standards of Practice. In recognition of the responsibility of the BC-DMT to the general public, I affirm under oath that information submitted to the Dance/Movement Therapy Certification Board is correct in all material ways and that misrepresentation of a material nature or omission of a material nature shall render this application null and void. I further agree to abide by the decision(s) of the Dance/Movement Therapy Certification Board as specified in the Applicant Handbook without recourse to legal action.

BC-DMT Instructional Guide

YES NO

Applicant will also need to pay the application fee and respond to the following question:

Non-refundable application

Fee - \$200.00

Have you previously applied for the BC-DMT?

YES If yes what was the year of your application?

NO

(revised 2023)